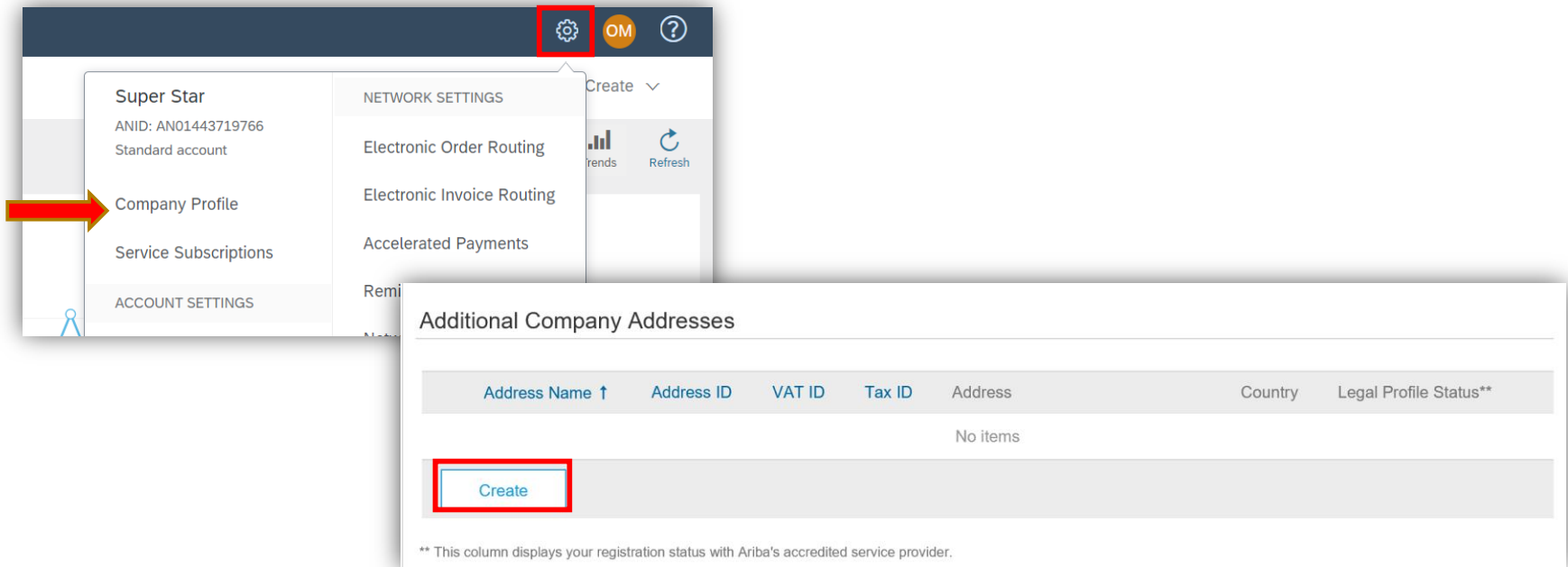# Update UAE VAT ID

THE BEST RUN SAP

HOW TO UPDATE YOUR VAT ID IN YOUR SUPPLIER PROFILE

The step must be done once prior to creating your first UAE VAT Invoice

1. Go to **supplier.ariba.com and log in using your Ariba account credentials**
2. From the Home Screen click on the gear icon on top right.
3. Click on **Company Profile**
4. Under the **Basic** tab, go to the Additional Company Addresses section and click '**Create**'

HOW TO UPDATE YOUR VAT ID IN YOUR SUPPLIER PROFILE

The step must be done once prior to creating your first UAE VAT Invoice

1. Fill in Address Name (i.e. 'UAE'), Address, Postal Code, City, Country
2. Fill in your VAT ID (15 digit numeric)
3. Answer YES, for question 'Are you VAT registered?'
4. Click Save

HOW TO UPDATE YOUR VAT ID IN YOUR SUPPLIER PROFILE

The step must be done once prior to creating your first UAE VAT Invoice

UAE Address with the VAT registration number is now updated in your supplier account

SAP Ariba

Thank you.

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